

Alaska U.S. Fish & Wildlife Service

## 2011 Student Employment Program

### *Intern Request Form*

Please Complete all information listed in *BLUE*

Kenai National Wildlife Refuge

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#### FWS Office

PO BOX 2139 Soldotna Alaska 99669

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Address	City	State	Zip
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Janet Schmidt	(907)-262-7021	Janet_Schmidt@fws.gov
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FWS Project Leader	Phone	Email
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Michelle Ostrowski	Education Specialist	(907) 260-2839	michelle_ostrowski@fws.gov
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Intern Supervisor (if different)	Title	Phone	Email
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May, 23, 2011	Soldotna, Alaska
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Start Date for internship	Location of Internship
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## Housing/Travel

NOT if they live in government housing, YES if they live locally

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Does the internship location require the intern to have his own vehicle to get to work?

TAXI

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What kind of public transportation is available in the area?

YES

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Will you or another FWS staff be able to pick up the intern at the airport if needed?

ENA- Kenai, Alaska

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Nearest airport to the internship location

Yes if needed

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Will your office be able to provide housing for your intern?

Housing Description:

Cabin facilities (3-4 to a cabin) plus a common kitchen/shower area.

## Required Training

*Check all the apply to this position*

★	IT Security Training, QuickTime, General USFWS Overview
★	Bear Safety
	Firearms
	Boat Safety and Operation
	Aircraft Safety( required for travel in government float planes
★	CPR and wilderness first aid <a href="#">regular first aid</a>
	ATV Training
★	Site/Job Specific (please describe): EXAMPLES: <a href="#">Environmental Education/Summer camp training</a> ; <a href="#">Kenai Peninsula/Kenai Refuge orientation</a> , <a href="#">interpretation training</a> ; <a href="#">visitor center staffing and customer service training</a>

## Intern Position Description

Park Ranger-Summer Camp

GS-0025

03, 04, 05

**Position Title**

**GS or WG and what level?**

### DUTIES

*Please note the duties the intern will be performing*

Major Duties for STEP Summer Camp Park Ranger

- 1) Facilitation and evaluation of three Kenai Refuge summer camps.
- 2) Provides information to Refuge visitors regarding outdoor recreation opportunities, visitor safety, resource protection, and natural history. Information services include helping the public in the Refuge Visitor Center, and assisting with Refuge-sponsored summer community events.
- 3) Works both independently and as part of a team depending on the duty assignment.

### EDUCATION LEVEL, SKILL, INTERESTS

*Please note specific skills, competencies, interests, classes selected, or other qualifications that would be useful for an intern to have in order to make a significant contribution on this project.*

This position requires an ability to **work both independently** and **as part of a team**. A successful Summer Camp Park Ranger- will have the **desire and experience working with youth** (primarily K-6). They should be **friendly and courteous**, in a variety of office and field conditions. Competency using computers is also a plus.

## **WORK CONDITIONS, CLOTHING GEAR**

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*Describe the work conditions (hours, dress code, environment/setting) and appropriate clothing/gear that the prospective intern should be aware of*

The intern will be expected to work 40 hours per week (plus some additional overnight hours during two weeks of the summer camps). The position requires wearing a uniform and the intern will be expected to keep their uniform in good working condition, maintain a clean personal appearance at all times while on duty and quickly replace uniform components that are damaged in the field. A uniform allowance will be provided for the intern to purchase the needed components and a variety of uniform pieces are also available in a shared uniform closet.

Summer camps, environmental education programs, and Refuge sponsored community events will occur rain or shine and the intern will be required to work outside for approximately 85% of the summer. The temperature in Alaska from May to August ranges from 35 – 70 degrees (F) and weather can change dramatically within a day. Thus, the ability to add and remove clothes based on weather conditions is important. Safety gear will be provided as necessary, and training will be provided before the intern is assigned to each task.

Information desk staffing will include sitting and/or standing at a counter-height desk and providing Refuge information to visitors as needed. There may be periods when the intern will need to be flexible to assist other visitor services staff.